



**MARICOPA COUNTY DEPARTMENT OF TRANSPORTATION  
APPLICATION FOR SIGNING INSTALLATION AND PERMIT TO USE  
COUNTY RIGHT-OF-WAY**

Application is hereby made for a permit to enter in upon and use a portion of the County Highway and to participate in the MCDOT Adopt a Highway Sponsorship Program  
(Please print or type in)

Provider Name (Permittee): \_\_\_\_\_

Provider Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

By Signing, Maintenance Provider Agrees to All Provisions (1-19).

SIGNATURE OF MAINTENANCE PROVIDER: \_\_\_\_\_

On Road: \_\_\_\_\_ To: \_\_\_\_\_ From: \_\_\_\_\_

City in or near: \_\_\_\_\_

Median Work. MØG.....BC Graffiti Control: MØG.....BC

Other Services: \_\_\_\_\_ Frequency: Monthly Quarterly Other \_\_\_\_\_

Sponsor's Name \_\_\_\_\_ Phone Number: \_\_\_\_\_

Sponsor Address: \_\_\_\_\_

Sponsor Email: \_\_\_\_\_ Sponsor Website: \_\_\_\_\_

How did Sponsor hear about Program? ☐ Internet ☐ Event ☐ Available Sign ☐ Referral ☐ Other \_\_\_\_\_

**For Departmental Use Only  
PERMIT AND LICENSE**

A permit hereby issued to the foregoing Permittee with the expressed condition that every agreement and any special provisions contained herein is faithfully performed. Work authorized only for the period indicated below. The following documents are made a part of this permit: Policy and Procedure Adopt a Highway Sponsorship Program; Sponsor Sign Specification Request; Certificate of Maintenance Provider Insurance Requirements.

**MARICOPA COUNTY DEPARTMENT OF TRANSPORTATION**

Approval Date: \_\_\_\_\_

Approved By: \_\_\_\_\_

Permit Issue Date: \_\_\_\_\_

Coordinator: \_\_\_\_\_

Permit Expiration Date: \_\_\_\_\_

Phone Number: \_\_\_\_\_

PERMIT NO. \_\_\_\_\_

1. The Maintenance Provider shall maintain General Liability insurance and Automobile Liability Insurance and has attached the insurance certificate(s) to this application. The Maintenance Provider further agrees to all conditions listed below and those attached as an addendum to this permit.
2. This application when signed by an authorized representative of MCDOT, the Maintenance Provider (Permittee) and the Sponsor authorizes the Permittee to perform maintenance work as a representative of the Sponsor as described in any attachment to or on this permit. It is understood and agreed by the Permittee that performing work under this permit shall constitute an acceptance of the provisions of this permit and all attachments.
3. The Permittee shall provide the MCDOT Adopt a Highway Coordinator as indicated on the permit a copy of the work schedule for the upcoming month at least ten (10) days prior to the beginning of that month. The schedule shall be in writing. It may be sent by fax to 602-506-4882 or emailed to [aah@mail.maricopa.gov](mailto:aah@mail.maricopa.gov)
4. Maintenance Providers shall coordinate their pickup schedules with the Operations Division through the Adopt a Highway Coordinator to prevent conflicts over the use of the highway right-of-way. Work shall be conducted during daylight hours. Work shall not be conducted on holiday weekends, or within twenty-four (24) hours proceeding a holiday weekend unless specifically authorized as an amendment on the use permit.
5. The Maintenance Provider shall be responsible for picking up all litter within the specified area and disposing of it at a legal sanitary landfill. Any cost involved with use of landfills shall be the Maintenance Provider's responsibility.
6. Accumulated litter (except large objects such as boards, tires, rocks, etc.) shall be placed in bags. They shall be placed no closer than ten (10) feet from the outside edge of the traveled roadway and shall be picked up by the end of the current work day.

In the event litter is not picked up in accordance with the terms of this permit, MCDOT will verbally notify the Maintenance Provider of unacceptable work and given them the opportunity to correct it. If not corrected MCDOT may contact the designated Sponsor.
7. The Permittee shall carry on the operation in such a manner that the employees and equipment are not moving back and forth across traffic lanes. The shoulder area shall be cleaned in one pass and the median area, frontage road, if adopted, cleaned in a separate pass. Permittee shall provide truck-mounted attenuators (MUTCD Section 6F.86) during median/bridge cleanup.
8. Blowing or raking of leaves, clippings, litter, etc. on the pavement will not be permitted.
9. All traffic shall be maintained through the work area, and protected in accordance with the requirements of all MUTCD guidelines and regulations.
10. All Vehicles shall be maintained in good repair, appearance and sanitary condition at all times. Truck and trailer beds shall be tight and have enclosed sideboards and covered tops capable of containing the refuse collected. The Permittee's vehicles and the mobile equipment shall be clearly marked with the company name and/or logo. All vehicles shall be properly equipped in accordance with all MUTCD guidelines and regulations.
11. The Permittee shall provide personnel capable of performing the permitted services. No visitors or relatives of the Permittee's employees will be allowed in the work area during the workday unless they are bona fide employees of the Permittee. Employees shall treat the public in the courteous manner. Approved hard hats, safety glasses and safety vests shall be worn in the work area and shall be replaced at any time that their visibility is reduced due to fading, becoming soiled or any other cause that would diminish their effectiveness.
12. This permit will be issued to the Permittee for a minimum of a two year period and renewable on an annual basis, as specified on the permit, from date of issue and may be renewed with Departmental approval.
13. The Permittee has contracted with the sponsor organization to pick up litter in the designated County right of way at its own risk. Maricopa County and its officials and employees shall not be liable for any death, injury or property damage claims or any costs associated therewith which arise. If any claims arise out of the foregoing, the Permittee shall defend, indemnify and save harmless the Maricopa County and its officials and employees from same. Maintenance Provider's obligation under this section shall not extend to any liability caused by the sole negligence of Maricopa County or its employees.
14. The Permittee is responsible for paying minimum wages, workman's comp insurance, and for hiring only persons legally authorized to work in the U.S. The Permittee shall assign a supervisor who is capable of effectively communicating with MCDOT personnel, provider's personnel and the traveling public.
15. The Permittee shall provide safety training and requires ATSSA certifications for traffic control technician & flagger.
16. MCDOT will provide safety training materials to the Permittee.
17. The recognition sign will be supplied and installed by the Maintenance Provider and made according to the specifications identified in the Maricopa County Department of Transportation Adopt a Highway Sponsorship Procedure. The sign will be installed identifying the name of the participating sponsoring organization (with or without logo).
18. This permit may be canceled by the County for nonconformance with permit provisions.
19. THIS PERMIT SHALL BE DISPLAYED AT THE WORK SITE AT ALL TIMES



# MARICOPA COUNTY DEPARTMENT OF TRANSPORTATION

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Although there is advertising value inherent in Adopt a Highway signs, the acknowledgement sign panels are not intended to be an advertising medium or any kind of forum for public speech or political opinion. It is intended to identify and recognize the Sponsor that is responsible for the litter cleanup in the area. Maricopa County Department of Transportation has the right to reject any signage it feels is obscene and/or would be detrimental to public safety/traveling public.

SPONSOR'S NAME: \_\_\_\_\_

On Road: \_\_\_\_\_ To: \_\_\_\_\_ From: \_\_\_\_\_

Sign template:



36" x 30" SIGN  
3/4" BORDER  
2 1/4" RADIUS  
2" COUNTY SEAL & LOGO  
3/8" INNER BORDER WITH 1" RADIUS - 30" X 12"

Sign Reviewed Date: \_\_\_\_\_

Traffic Management Date Received: \_\_\_\_\_

Traffic Management Assigned to: \_\_\_\_\_

Completion Date: \_\_\_\_\_

Adopt a Highway Coordinator: \_\_\_\_\_

Traffic Management Designee: \_\_\_\_\_

Inspection Date: \_\_\_\_\_

**ATTACH SIGN TEMPLATE WITH ALL ART WORK AND SPONSOR'S NAME**

1. The Adopt a Highway Coordinator shall provide the potential sign location(s) to the Traffic Management Division (TMD) to review prior to the sign installation.
2. The TMD shall review the proposed within two weeks (10 business days) and notify the Adopt a Highway Coordinator when site location is determined.
3. The Maintenance Provider shall install the sign per MCDOT sign installation standards and Blue Stake the site prior to digging.
4. The Maintenance Provider shall notify the Adopt a Highway Coordinator in writing w/date, time, location & action taken once the initial sign installation is completed.
5. The Adopt a Highway Coordinator shall notify the TMD to schedule a field inspection of the sign installation.
6. The TMD shall conduct a field inspection within two weeks of notification from the Adopt a Highway Coordinator.
7. The TMD shall notify the Adopt a Highway Coordinator within two weeks of the field inspection if it is determined that the initial installation does not meet MCDOT specifications.
8. The Adopt a Highway Coordinator shall contact the Maintenance Provider to correct the identified non-compliance.
9. The Maintenance Provider shall make the proper corrections to the installation within (3) three business days of notification.
10. The Maintenance Provider shall notify the Adopt a Highway Coordinator in writing of the corrective action taken.
11. The Adopt a Highway Coordinator shall notify the TMD to re-inspect the installation.
12. The TMD shall re-inspect the installation within two weeks of notification from the Adopt a Highway Coordinator.
13. Once the sign location has been appropriately approved by the TMD, no additional review or approval is needed unless the sign is relocated.
14. The Maintenance Provider shall report any recognition sign repair actions to the Adopt a Highway Coordinator in writing within (24) twenty-four hours specifying date, time, location and action taken. The Adopt a Highway Coordinator shall notify the Traffic Management Division to inspect the sign(s) for proper repairs.
15. If the Traffic Management Division finds the repairs insufficient, the Division shall notify the Adopt a Highway Coordinator who shall notify the Maintenance Provider to address these concerns.
16. Traffic Management Division shall report any failure to respond and/or resolve the situation in a timely manner by the Maintenance Providers to the Adopt a Highway Coordinator.
17. All signs must be installed according to the Maricopa County Department of Transportation Supplement to the MAG Uniform Standard Specifications and Details for Public Works Construction.
18. Recognition sign content is limited to the Sponsor's name, logo, or both, if applicable. The logo must be the symbol or trademark commonly used by the business or organization. A logo may contain a graphic, text, or both.
19. The following items are not permitted on panels:
  - a. Telephone or fax numbers, mailing address, e-mail or Internet addresses, or directions to business location.
  - b. Product names, services, photographs, political campaigning, or slogans.
  - c. Graphics (lines and shapes) that are not part of an official logo.
  - d. Messages, lights, symbols, and trademarks that resemble any official traffic control device.
  - e. Light-emitting diodes, luminous tubing, fiber optics, luminescent panels or other flashing, moving, or animated features.
20. Legitimate business names are usually acceptable. The Adopt a Highway Coordinator will settle concerns regarding the legitimate business name by referring to the business license and/or the primary nature of the business.
21. The retro reflective sheeting and color shall conform to the requirements of Maricopa County Department of Transportation Supplement to the MAG Uniform Standard Specifications and Details for Public Works Construction.
22. All hardware materials and supplies necessary for the sign installation, including but not limited to perforated galvanized steel 2" square sign posts, 2 1/4" x 24" galvanized steel anchor, 2 1/2" x 12" galvanized steel sleeve 2 1/4" x 24" plastic yellow sleeve, bolts, washers, nuts, and concrete shall be provided by the Maintenance Provider and their contractor.
23. The Maintenance Provider shall complete the work using their own equipment and tools, and will establish the necessary traffic control measures and other miscellaneous work items required to complete the sign installation.